



THIS GUIDE PROVIDES INFORMATION ON:

- ☑ NIH PREPAREDNESS AND RESOURCES
- ☑ PREPARING YOURSELF AT HOME
- ☑ HAZARD-SPECIFIC INFORMATION
- ☑ EMERGENCY CONTACT INFORMATION

NIH EMERGENCY PREPAREDNESS HANDBOOK

Division of Emergency Preparedness and Coordination
Office of Research Services

NIH EMERGENCY PREPAREDNESS HANDBOOK

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Dear NIH Employees,

An emergency can occur quickly and without warning. If an unexpected situation were to occur, the most important thing you can do to keep yourself and your fellow employees safe from an emergency is to prepare, stay calm, and follow the instructions from emergency personnel.

The NIH has emergency plans in place to provide for the safety and protection of NIH personnel, patients, contractors, and visitors across a wide range of potential emergencies. NIH leadership is also developing a robust Continuity of Operations (COOP) Plan. The COOP Plan will serve to safeguard people, animals, research and property, and focus on the continued execution of essential functions during a crisis event.

Although we cannot always prevent emergencies, there are many things we can do to be better prepared as individuals, organizations and families.

The "NIH Employee Emergency Preparedness Handbook" will increase your awareness and improve your preparedness both at work and at home, including ways to coordinate with children and other family members during an emergency. I hope you find it useful.

Sincerely,

Michael Spillane
Director, Division of Emergency Preparedness and Coordination

NIH PREPAREDNESS AND RESOURCES

Introduction

In many cases there is warning of an emergency event, however not in all cases. In order to safeguard yourself, it is best to be prepared prior to an event. Because emergencies may strike when your family members are away from home, it is important to be familiar with plans at your workplace, school, or anywhere else you and your family spend time. This guide will help familiarize you with NIH emergency contacts, evacuation routes, and shelter-in-place procedures, as well as advise you on how to develop household emergency plans and an emergency preparedness go-kit.

Coordinating Across NIH

The resources of NIH span the entire country, and are often linked to worldwide efforts and initiatives. It is a high priority to provide emergency management information to all NIH employees and facilities, regardless of location. This section provides details on how to evacuate the building or the Bethesda Campus.

NIH Fire and Police

The NIH has highly skilled and equipped Fire and Police Departments that are trained to respond to a wide range of emergency events. When a call is made to the NIH 911 call center, the appropriate response department (NIH Division of Fire and Rescue Services and/or NIH Police) is immediately notified and responds. In any emergency event, you should always follow the directions of Fire or Police personnel.

The **NIH Division of Fire and Rescue Services** has a robust capability with firefighters trained to respond to fires, emergency medical events, hazardous materials (HazMat) events, and many other emergency events. In addition to responding to events on the NIH Bethesda campus, the NIH Fire Department:

- Responds to fires and other emergencies on the National Naval Medical Center, in accordance with mutual aid agreements.
- Responds to fires and other emergencies in Montgomery County, Maryland in accordance with mutual aid agreements.
- Develops and conducts in-house trainings on fire suppression, pre-hospital emergency medical techniques, fire safety initiatives, confined space rescue and other specialized emergency procedures which are necessary to mitigate the effects of incidents involving hazardous chemicals, bio-hazardous and radioactive materials.
- Performs inspections and maintenance of on-campus fire extinguishers.

For additional information on the NIH Fire Department:
http://ser.ors.od.nih.gov/fire_rescue.htm

The **NIH Division of Police** is responsible for the safety and security of the NIH employees, facilities and grounds. Capabilities of the NIH Police include, but are not limited to:

- 24-hour police services – The NIH Police respond to crimes in progress and life threatening situations. Additionally, they provide foot and vehicle patrol, special event security, and escorts to anyone that feels unsafe walking across campus.
- Canine Unit – The NIH Police have 11 fully trained canines and handlers. These dogs are trained to assist the NIH Police in performing searches and various other police duties (e.g., finding bombs, drugs, etc.).
- Guard Services – Contract guard services are provided at select on and off campus buildings. The primary mission of the guards is to protect all Government employees, property and visitors.
- NIH Identification Cards – NIH new or replacement identification cards are provided through the Support Services Branch of the NIH Division of Police.
- Investigations – NIH detectives perform investigations into criminal activities that occur on the NIH campus. These detectives work closely with other federal, state and local law enforcement when performing an investigation.
- Traffic Unit – The traffic unit maintains normal and safe flow of vehicle and pedestrian traffic throughout the campus. In order to do so, all state and federal laws are enforced.

For additional information on the NIH Police, visit:
http://ser.ors.od.nih.gov/police.htm

REMEMBER, in any emergency event you should always follow the directions of Fire or Police personnel.

Evacuation Program

Remember, the first steps you should take if you discover an emergency are to remain calm and call 911. Explain to the dispatcher the nature of the emergency and follow their instructions.

Through the established NIH Evacuation Program, plans are in place that will provide direction should an event occur that requires the evacuation of a building or the evacuation of the NIH campus. A wide variety of emergencies may occur at NIH that requires all or parts of the NIH campus or facilities to be evacuated. In the event of immediate or suspected danger, occupants will be alerted to promptly evacuate their

buildings via activation of the fire alarm system. If available, other methods of alert will be utilized such as public address system, intercom, bullhorn, or personal announcement.

Building Evacuation

Evacuation from a building can be caused by many different emergencies including: fire; flood; release of chemical, biological, or radioactive material; bomb threat; suspicious package; or an explosion. The NIH has a robust Occupant Emergency Program in place to ensure safe and timely evacuation of employees from NIH facilities.

As a part of the NIH Occupant Evacuation Program, each building has an **Occupant Emergency Coordinator (OEC)** and an **Evacuation Team** that assists in the safe evacuation of building tenants and visitors. The OEC directs the Evacuation Team members during evacuation drills and actual events, and is responsible for "coordinating the necessary planning to ensure readiness capability" within their building.

In order to be prepared for an evacuation, the NIH Division of Emergency Preparedness and Coordination (DEPC) conducts **evacuation drills** twice annually, once in the fall and once in the spring.

In order to obtain the name of the OEC in your building, refer to the link provided below: **http://ser.ors.od.nih.gov/emergency_prep.htm**

Online training for building evacuation and shelter-in-place is also available at: **http://ser.ors.od.nih.gov/emergency_prep.htm**. Take the time to educate yourself and your coworkers, and prepare for the unexpected.

Please refer to the NIH Policy Manual Chapter 1430 for additional details of the NIH Occupant Evacuation Program. You can find a copy of this Manual Chapter at: **http://www1.od.nih.gov/oma/manualchapters/management/1430/**.

If you have further questions or for more information on the Occupant Evacuation Program, you may contact DEPC at 301-496-1985.

Campus Evacuation

The NIH has an evacuation plan in place for the NIH Bethesda Campus. Due to the size of the campus, it is sectioned off into four quarters for evacuation purposes. This is done in order to direct employees to exit the campus through the nearest exit and to reduce on campus traffic problems. NIH law enforcement, security, and other first responder personnel will direct traffic and movement. The roads around the center of campus will be restricted to emergency response vehicles as much as possible. All roads into the NIH will be used to dismiss the campus with the exception of South

Drive, which will allow two-way traffic to accommodate emergency response vehicles and allow access for employees with children at the daycare centers. A campus map with evacuation routes highlighted can be found at: **http://parking.nih.gov/evacplan.cfm**.

In the event the nearest exit is not available, employees should identify alternate routes that do not require crossing the center of campus and practice using them. Carpool and vanpool members should meet at their vehicle to expedite their dismissal and avoid driving through the campus. If there is a need to leave the campus by foot, you will be directed to assembly points or shelters by members of the NIH Police.

Regional Evacuation

In an evacuation that involves the entire National Capitol Area, the NIH follows the direction provided by the Office of Personnel Management (OPM), General Services Administration (GSA) and the Federal Emergency Management Agency (FEMA). These agencies have developed a Federal Emergency Decision and Notification Protocol and will coordinate and communicate the early release of federal employees with regional partners as necessary. If the event causing the evacuation takes place downtown, that area would be evacuated first, followed by the suburban areas. It is important to follow the evacuation instructions and avoid panic. Remember that in a mass evacuation of the National Capital Region, the primary goal is to move as many people as possible away from potential sources of harm. Always follow the instructions of authorities.

If you have any questions, please contact DEPC at 301-496-1985.

Shelter-in-Place

Emergency events can occur at any time. Should an incident occur during working hours, employees may be advised to seek shelter-in-place. The term "shelter-in-place" means selecting a small, interior room, with no or few windows, and taking refuge there until an all clear signal has been issued. ***Shelter-in-place is intended for events lasting several hours, and is not generally intended to address events lasting several days.***

Policies and Procedures

At the onset of an event, authorities will assess the situation, and depending upon the nature of the emergency, the initial decision will be made as to whether sheltering-in-place is the safest option. If a shelter-in-place order is issued, the DEPC will notify all Occupant Emergency Coordinators (OECs) and the Institutes and Centers Emergency Coordinators (IC ECs.) While the order will come through the DEPC, it will be coordinated with the NIH Division of Fire and Rescue Services, the NIH Police and local authorities.

If you are asked to shelter-in-place and you are at work, please follow the directions provided below:

- Stay calm.
- If you are close to a building entrance, inform anyone standing outside that a shelter-in-place order has been issued and that they should come inside immediately.
- If there are visitors present, direct them to the designated locations.
- Shut and lock all windows, doors and any other openings into the building, but do not lock or block an emergency exit.
- If there is danger of an explosion, close all window shades and curtains.
- Have building engineers familiar with the building's ventilation systems turn off all fans, air conditioners, heaters and any other units that draw outside air into the building.
    - NOTE: Most buildings can have the ventilation systems shut off remotely. If this is needed, the building engineers will be contacted via radio from the NIH Emergency Communications Center. If necessary, fire officials can shut off ventilation systems manually.
- Gather your personal shelter-in-place essentials (see list provided below).
- Go to the room designated as a shelter-in-place location.
- Post a sign on the outside of the room stating "Sheltering-In-Place."
- Once everyone is inside the shelter-in-place location, close the door.
- Write down the name of everyone in the room.
- Listen to the radio or television for updates on the situation.
- Stay in the shelter-in-place location until local responders or the OEC give you the "all clear."

Phone, radio, police/fire loudspeakers, emergency e-mail, or intercom systems may issue notification to shelter-in-place. If these sources are unavailable, use your best judgment and the emergency preparedness education you gain from this handbook. If instructed to shelter-in-place, employees should follow the guidelines provided in this document unless otherwise directed by the building OEC.

For online information on shelter-in-place training, refer to the following website: **http://ser.ors.od.nih.gov/documents/evac_training.ppt**

Shelter-in-Place Essentials

Although shelter-in-place is meant to last only a few hours, it is important to have emergency supplies that will allow you to be comfortable. It is the responsibility of each NIH employee to have his or her own personal shelter-in-place supplies.

At a minimum, employees should have:

- ✓ Bottled Drinking Water
- ✓ Non-perishable food/snacks
- ✓ Medications
- ✓ Change for vending machines

In addition to the basic supplies maintained by each employee, each NIH office, division and lab should have the following supplies on hand:

- ✓ A battery operated radio
- ✓ A battery operated flashlight
- ✓ Extra batteries

You should also have on hand some type of communication device during a shelter-in-place situation to ensure better coordination and keep informed of the event (i.e. cell phones, walkie-talkies, etc.).

Alert and Notification

Alert and notification messages may be issued by phone, radio, police/fire loudspeakers, emergency e-mail, or intercom in order to notify the NIH community of the occurrence or status of an emergency event.

Currently, an automated communications system is in place at NIH to provide basic alert and notification support to the NIH Leadership and the Institutes and Centers Emergency Coordinators. This system is capable of sending voice and text messages to meet the ever-changing needs of NIH. More information will be forthcoming as the build-out of this system is fully implemented.

Reporting an Incident

If you are faced with an emergency event (e.g., fire) or see something suspicious when on the NIH Bethesda campus, the first two things you should do are:

1. ***Evacuate to a safe location***
2. ***Call the NIH Emergency Communications Center at 911***

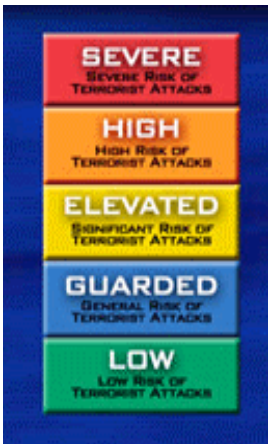
If you are in an off-campus facility and are faced with an emergency event or see something suspicious, the first three things you should do are:

1. ***Evacuate to a safe location***
2. ***Call 911 to report the event to the local authorities***
3. ***Call the NIH Emergency Communications Center at 301-496-5685***

Once you have gotten through to the dispatcher, be sure to speak clearly and provide as much detail as possible. Once you have reported the incident, the dispatcher will provide you with instructions on what you should do next.

Homeland Security Advisory System

Homeland Security Advisory System



In the current environment within the United States, all emergency preparedness actions must be coordinated in order to ensure the safety of the Nation. In order to do so, the NIH has developed their emergency preparedness actions so that they are aligned with those of HHS, and in turn the Department of Homeland Security. It is through the Department of Homeland Security that the national Homeland Security Advisory System is provided. This system was put in place to provide a quick and comprehensive way to provide information on warnings and actual events involving terrorist acts that may occur nationwide. Under the Homeland Security Advisory System, five threat conditions have been identified. Each condition is assigned a specific color and includes a description of the category as well as information on specific actions citizens should take. Threat conditions can be assigned to a specific geographic area or they may be set for the entire Nation. When officials announce a specific alert the appropriate safety instructions for the situation will be given to the citizens.

When the threat level is increased, NIH takes the appropriate precautionary measures for ensuring the safety of the employees, visitors and facilities.

For details on the Homeland Security Advisory System, visit the following website: **http://www.dhs.gov/dhspublic/display?theme=29**

How to Become More Involved

For additional NIH campus-specific emergency preparedness information, please see **http://ser.ors.od.nih.gov/emergency_prep.htm** or contact DEPC at 301-496-1985.

PREPARING YOURSELF AT HOME

Create an Emergency Plan with Your Family

In addition to having emergency supplies on-hand, having a developed emergency plan for your family will help eliminate some of the stress involved in any emergency, regardless of magnitude. Make sure to include a pre-established meeting place as well as the telephone number(s) and email addresses for at least one out of town contact. This contact should live far enough away from the area you live and work so that it would be unlikely that they would be impacted by the event. Keep this contact information at your office and with your children's school(s) and daycare(s). When developing an emergency plan, be sure to include pets and their needs.

Every member of your family, children included, should know exactly how to get out of your home in case of fire or other emergency, and know where to meet should you all become separated. All family members should agree upon this meeting place during the development of your household emergency plan.

To begin the development of your household emergency plan, take the following steps:

- Meet with all household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills and terrorism.
- Discuss how you and your family will respond to each possible emergency.
- Discuss what to do in case of power outages or personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Learn how to shut off utilities such as gas, electricity, and water and teach your family how to do so as well. If you are unsure as to how to turn off natural gas service to your home, call your local gas provider service. When it comes time to turn the gas service on, following the emergency, contact the appropriate utilities company. ***DO NOT ATTEMPT TO RESTORE GAS SERVICE YOURSELF.***
- If you are a parent, or guardian of an elderly or disabled adult, make sure schools and care providers have emergency response plans.
    - Ask how they will communicate with families during an emergency.
    - Generally, unless evacuation of a particular facility is ordered, students/patients will be kept onsite until officials can safely transport them home. Find out if they are prepared to shelter-in-place if necessary. If they shelter-in-place, it is possible they will not allow for the children or persons within their care to be released until the threat has passed and the "all clear" has been given by local authorities.
    - Ask if they store adequate food, water and other basic supplies.
    - Ask where they plan to go if forced to evacuate the building or area.

- Be sure to have an up-to-date list of your emergency contact numbers.

- Post emergency contact numbers near all telephones and pre-program emergency numbers into phones with autodial capabilities – make sure your children know how to contact you at work. Also make sure your children know how to contact a neighbor or close friend of the family.
- Teach children how and when to dial 911 to get emergency assistance.
- Teach children how to dial a long-distance call.
- If you live in an area prone to natural disasters, consider familiarizing your family with the locations of local shelters.
- If you have pets, find out which shelters allow pets; many do not. Be certain to take the safety of your pets into account when developing your household emergency plan.

After creating a household emergency plan you should take the time to review it with your family every six months.

Household Emergency Preparedness Go-Kit

Often during an emergency, electricity (heat and air conditioning included), water, or telephone service may not work. Preparing a household Emergency Preparedness Go-Kit ahead of time can save precious time in the event you must evacuate or go without electricity or water for an extended period of time. Put items you would most likely need (i.e., water, food, first aid supplies, clothing, bedding, tools) in a container that is easy to carry. Store the go-kit in a convenient place, and consider putting a smaller version in your car. Keep items in airtight plastic bags. Remember to change the stored water and rotate the food supplies every six months. Also remember to maintain a list of your prescription needs. Check the supplies and re-think your needs every year.

Items you should consider for your Emergency Go-Kit include:
Water
A typical person needs to drink at least two quarts of water each day. Hot weather or intense physical activity can double that amount. Children, nursing mothers and ill people may require more water.
✓ Store water in sealed, unbreakable, containers in a cool, dark place. ✓ Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation). ✓ Label each container with the date stored and replace every six months. ✓ For instructions on how to treat water, see page 12.

Food

Store a 3- to 5-day supply of non-perishable packaged or canned food, and a non-electric can opener. Foods should require no refrigeration, preparation or cooking, and little or no water. Items should include:

- ✓ Ready-to-eat canned meats, fruits and vegetables
- ✓ Canned juices, milk, soup (if powdered, store extra water)
- ✓ High-energy foods--peanut butter, jelly, crackers, granola bars, trail mix
- ✓ Vitamins
- ✓ Foods for infants, elderly persons or persons on special diets
- ✓ Comfort foods--cookies, hard candy, sweetened cereals, instant coffee, tea bags
- ✓ Staples--sugar, salt, pepper

First Aid Kit

Maintain a first aid kit and a supply of prescription medications for your home and your vehicle. Items should include:

- ✓ Sterile adhesive bandages in assorted sizes
- ✓ 2-inch sterile gauze pads (4-6)
- ✓ 4-inch sterile gauze pads (4-6)
- ✓ Hypoallergenic adhesive tape
- ✓ Triangular bandages (3)
- ✓ 2-inch sterile roller bandages (3 rolls)
- ✓ 3-inch sterile roller bandages (3 rolls)
- ✓ Scissors
- ✓ Tweezers
- ✓ Needle
- ✓ Moistened towelettes
- ✓ Antiseptic
- ✓ Thermometer
- ✓ Tongue blades (2)
- ✓ Tube of petroleum jelly/lubricant
- ✓ Assorted sizes of safety pins
- ✓ Cleansing agent/soap
- ✓ Latex gloves (2 pair)
- ✓ Sunscreen

Tools and Supplies

Store additional tools and supplies as a precautionary measure.

- ✓ Screwdrivers (flathead and Phillips)
- ✓ Cutters
- ✓ Scissors
- ✓ Battery-powered flashlight(s)
- ✓ Battery-powered radio
- ✓ Duct tape
- ✓ Waterproof matches
- ✓ Small fire extinguisher
- ✓ Flares
- ✓ Plastic storage containers
- ✓ Needle and thread
- ✓ Pen and paper
- ✓ Compass
- ✓ Whistle
- ✓ Plastic sheeting
- ✓ A local map

For sanitation include:

- ✓ Toilet paper
- ✓ Soap and liquid detergent
- ✓ Plastic garbage bags
- ✓ Plastic bucket with lid (to be used as a toilet)
- ✓ Disinfectant
- ✓ Household chlorine bleach
- ✓ Medicine dropper
- ✓ Feminine supplies

Clothing

It is important to be comfortable, so be sure to store additional clothing in your household Emergency Go-Kit.

- ✓ Change of clothing (at least one)
- ✓ Additional undergarments
- ✓ Poncho or rain gear
- ✓ Comfortable and sturdy shoes or work boots
- ✓ Extra socks
- ✓ Safety glasses and/or sunglasses, prescription glasses if you wear contact lenses

Bedding
✓ Blankets or sleeping bags
Special Items
✓ Extra set of car keys ✓ Cash, traveler's checks and credit card. ✓ Passports ✓ Family records ✓ Necessary medications ✓ Recent pictures of family members ✓ Insurance cards ✓ Immunization records

After an Emergency Strikes

If you have children in school: In the event of a community or national emergency, or an evacuation or shelter-in-place order, parents should check the local media and local cable stations, hotlines, and websites for announcements about changes in school openings and closings. Many schools also now use e-mail notification systems to alert parents immediately of changes in school schedules.

Note: If a school is ordered to shelter-in-place – to protect the safety of the children – no one will be allowed in or out of the school building until the danger has passed. In that event, parents, for their own safety, should also remain indoors. Relying on the schools to transport students home via normal bus routes will help prevent gridlock in and around schools and keep roads clear for essential emergency vehicles. If buses are severely delayed, schools may ask parents to pick up their children. Parents should check the local media and school news outlets regularly for announcements about school decisions. ***If a parent chooses to go to school, he or she should be prepared to present the identification required by the school system, usually a photo ID.***

If You Need Clean Water: Flooding can cause contamination of water supplies. Bad water can contain microorganisms that cause diseases such as dysentery, typhoid and hepatitis. If you think your water may be contaminated, you should purify it before using it. This includes water used for drinking, cooking, cleaning dishes or bathing. ***Boiling water is considered the safest method of treating water.*** Bring water to a boil for 3-5 minutes, and then allow it to cool before drinking. Pouring water back and forth between two containers will improve the taste by putting oxygen back into the water. You can also use household liquid bleach. ***Use only regular household liquid bleach that contains 5.25 percent sodium hypochlorite. Do not use scented or colorsafe bleaches.*** Add 16 drops of bleach per gallon, stir and let stand for 30 minutes. If the water does not have a slight bleach odor, repeat the dose and let stand another 15 minutes.

If the Power Goes Out: Disruption of electrical service can occur as a result of many things, including lightning, high winds, ice and heavy snow. For the most part, service is normally restored within a short period. However, major power outages can happen for extended periods on occasion. When power is lost, you should:

- Check to see if your neighbors have power. The power loss may be only in your home, due to a blown fuse or a tripped circuit. If your neighbors also are without service, call your local power company. If you must go outside to assess the situation, take a flashlight with you and watch for downed power lines that could still be energized. If you see downed lines, don't go near them or touch anything that they may be in contact with. Report downed power lines to the power company immediately!
- Flashlights or battery-operated lanterns are preferred for lighting, as candles and kerosene lanterns may pose a fire hazard.
- Keep refrigerator and freezer doors closed as much as possible, food can be kept cold for a day or two if the doors are kept closed.
- Use portable generators cautiously and ***only outside!***
- If you depend on a well or cistern for your water supply, be prepared to use alternate sources of water until power is restored. These systems normally use electric pumps that may not operate when the power is out.
- Be aware that gas appliances may not work if the electricity is off because the equipment may require electricity for ignition or valve operation.
- List life support equipment required for family members who depend on these devices with the power company.

Recovering From an Emergency

After returning home following an emergency, it is not uncommon for people to feel emotional or psychological effects. Reactions vary, but children especially may have a difficult time coping. Following a stressful event, if you or family members suffer from restless sleep, anger, lack of emotion, mood swings, loss of appetite or unexplained weight loss or gain, it may be helpful to:

- Realize that a range of emotions are natural under stress
- Talk with family and friends about what happened and their reactions
- Plan for the possible reoccurrence of the event
- Spend time volunteering to assist other victims
- Avoid watching the news constantly
- Accept that recovery from damages, either physical property and emotional effects, will take time

If you need additional support, contact your local mental health agencies, or the NIH Employee Assistance Program at 301-496-3164.

Neighbors Helping Neighbors

During storms and other emergency events, check to see how your relatives and neighbors are coping, or if they may need additional assistance. This is especially important for senior citizens and persons with disabilities. If possible, help them plan or locate resources from which to obtain assistance.

Special Needs Populations include those citizens and family members that are elderly, medically treated patients, and mentally or physically handicapped. These populations should follow the following tips:

- Ask about special aid that may be available in an emergency for elderly and disabled family members. Find out if assistance is available for evacuation and in public shelters. Register with local fire departments or emergency management offices so they can provide quick assistance in an emergency.
- Ask children's teachers and caregivers about emergency plans for schools, day care centers or nursing homes.
- If you currently have a personal care attendant from an agency, check to see if the agency will be providing services at another location if there is an evacuation - and tell family members.
- Be familiar with all accessible exits, which include those that are wheelchair accessible. Make sure there are at least two wheelchair accessible exits in case one of them is blocked.
- Learn what to do in case of power outages and personal injuries. Know how to connect or start a back-up power supply for essential medical equipment!
- Consider getting a medical alert system that will allow you to call for help if you have trouble getting around.
- Both elderly and disabled persons should wear a medical alert bracelet or necklace at all times if they have special needs.
- Consider setting up a "Buddy" system with a co-worker, neighbor or friend. Give this person a list of emergency telephone numbers or an extra house key.
- Consider developing an emergency pack small enough to be attached to a wheelchair or walker for emergencies. To learn more about emergency preparedness issues for citizens and family members with special needs please visit the National Organization on Disability at **http://www.nod.org/**.

If You Have Pets: If you have no other choice but to leave your pet at home, place your pet in a safe area inside your home with plenty of water and food. Never leave pets chained outside. Place a note outside your home listing what pets are inside, where they are located, and phone numbers of where you can be reached.

Similar to creating a survival kit for you and your family, consider creating a survival kit for your pet. This should include:

- ✓ Identification collar and rabies tag
- ✓ Carrier or cage
- ✓ Leash
- ✓ Any medications
- ✓ Newspapers and plastic trash bags for handling waste
- ✓ At least a two-week supply of food, water and food bowls
- ✓ Copy of veterinary records (most animal shelters do not allow pets without proof of vaccination)

HAZARD-SPECIFIC INFORMATION

Types of Emergencies

There are many types of emergencies that threatening the public today. While these emergencies may vary in magnitude and severity, they all have the potential to not only impact the operations of NIH, but also the safety and well being of you, your family and the Nation.

Natural Hazards	Technological (or Human-Induced) Hazards	Terrorism
▪ Floods ▪ Winter Storms ▪ Hurricanes ▪ Tornadoes ▪ Thunderstorms ▪ Extreme Heat or Cold ▪ Virus or Epidemic ▪ Earthquakes ▪ Wildfires ▪ Volcanoes	▪ Vandalism ▪ Special Events ▪ Hazardous Materials Spill ▪ Workplace Violence ▪ Transportation Accidents or Incidents	▪ Conventional Weapons ▪ Incendiary Devices ▪ Biological and Chemical Devices ▪ Radiological Agents ▪ Nuclear Agents ▪ Cyberterrorism ▪ Bomb Threats ▪ Weapons of Mass Destruction (using on or more of the above)

Severe Weather

The NIH is vulnerable to a variety of types of severe weather including thunderstorms, hurricanes, flash floods, snowstorms and tornadoes. Because of this, it is important for you to understand the difference between a **storm watch** and a **storm warning** for severe weather in the area. A storm watch means that severe weather *may* develop. A storm warning means a storm *has* developed and is on its way – take cover immediately! ***The safest place to ride out any storm is inside a secure building or well built home.***

Before a storm:

- Listen to weather updates and stay informed
- Be ready to evacuate if necessary
- Have your Emergency Go-Kit handy
- Keep all cars fully fueled.
- Know safe routes to and from home, work and schools.
- If wind or floodwaters will be a risk, bring in or tie down all outdoor furniture, hanging plants, trashcans, or anything that could be blown or swept away.

- Stock up on non-perishable foods, water, batteries, medications and any special supplies.
- If advised, cover windows with plywood or shutters
- If you have pets, make sure they are out of harms way.

During a storm:

- Stay calm.
- DO NOT go outside. If high winds are a risk, keep away from windows and doors. If you must go outside, dress appropriately.
- Conserve fuel as best as you can. Keep the thermostat a little cooler than normal.
- If evacuation is ordered, turn off utilities (if applicable), tell people where you are going, and follow only those routes designated by emergency personnel. Avoid traveling alone, if possible.
- If you get trapped in your car, turn on your hazard lights and:
    - Put a distress flag on the radio aerial or out of the window
    - Run your car and heater only ten minutes for every hour
    - Crack the window to prevent carbon monoxide poisoning
    - Exercise moderately inside the car or huddle with other passengers to stay warm
    - DO NOT set out on foot unless you see a building nearby you can safely reach to take shelter in

After a storm:

- Wait with your colleagues or family until emergency personnel arrive.
- Always listen to emergency personnel and follow the instructions provided.
- Be careful walking around. Be aware of your surroundings and look out for and stay away from power lines and water with submerged power lines – it may be electrically charged! Report all down power lines to the local power company. Step carefully around glass and other sharp objects.
- DO NOT enter damaged houses or buildings as they may have structural damage and could collapse.
- DO NOT use matches or lighters inside or outside near buildings – gas may be leaking or could be trapped inside.
- Clean all flooded areas once it is safe to do so as floodwaters can spread disease and contaminants.
- Throw away all food, drink, medication, etc. that may have come in contact with floodwaters.

- If power is disrupted, treat water intended for drinking and food preparation until the local water authority has deemed the water supply safe for consumption. See directions on page 13.

In addition to the actions above, the type of storm may impact which additional emergency actions you take.

Winter Storms can be very dangerous due to strong winds, frigid temperatures and heavy snowfall or ice. While winter storms generally come with warning, they can paralyze a city, maroon people, stop the flow of supplies, and stop emergency and medical services. Regardless of whether you are at work or home, your level of preparedness may save you from disaster. In the event of a winter storm warning:

- Avoid unnecessary travel.
- If you must go outside, dress warmly and watch for signs of frostbite.

Tornadoes are dangerous due to their high winds and ability to lift and move heavy objects. If you receive a tornado warning, immediately seek shelter.

- In an office building, high-rise or other public building: Move to the interior of the building to an enclosed windowless area, preferably a stairwell, and go to the lowest possible floor. Crouch down on the floor, put your head to the ground and cover your head with your arms and hands.
- At home: Move to the lowest floor, under a stairwell, or to an interior hallway (with no windows). If your home has a basement, go directly there – this is the safest place. Crouch on the floor, put your head to the ground and cover your head with your arms and hands.
- Outdoors: If you are in a vehicle, STOP safely and get out. If you are in a populated area, take shelter in a building or house. If you are in open country, move to low ground, away from cars, and lie flat on the ground, face down, with your arms and hands over your head. DO NOT seek shelter under bridges.

Hurricanes can be extremely deadly due to their high winds, heavy precipitation and flooding. If you were not told to evacuate and are forced to ride out a hurricane, stay calm.

- Listen to local radio for information.
- DO NOT use the elevators. Take the stairs if you must travel within your building.

Floods can also be very dangerous due to strong or swift currents. If you have warning of a potential flood, take the following precautionary steps:

- Turn off all utilities, if applicable.

- Move valuables to upper floors.
- Fill bathtubs, sinks, bottles and buckets with water. Make sure to sanitize them with bleach, rinse thoroughly, and then fill them with water.

If floodwaters arrive, follow the information below to keep safe:

- If waters start to rise inside your building or house, quickly and carefully move to a higher floor. If necessary, you may need to retreat to the roof.
- If you are caught outdoors and there are no buildings or houses close by, move to higher ground and wait there for emergency personnel. The force of six inches of swiftly moving water can knock you off your feet.
- If your car stalls, abandon it immediately and move to higher ground. ***NEVER attempt to drive through a flooded road.*** If you come up to a flooded road, turn around and go back the way you came. If floodwaters rise around your car, get out and move to higher ground immediately. Cars can be easily swept away in just two feet of moving water!
- ***NEVER try to swim to safety.*** Stay where you have retreated and wait for emergency personnel.

Earthquakes are very dangerous. If you find yourself in an area hit by an earthquake, stay calm and follow the below instructions.

Indoors

- Stop, drop, cover and hold on
- Move only a few steps to a safe place, such as a doorway
- Stay away from windows
- DO NOT go outside until the shaking has stopped
- If you have a sprinkler or alarm system in your building, expect them to go off
- If you have pets, make sure they are safe

Outdoors

- Stop, drop, cover and hold on
- Move to a safe place away from buildings, trees and power lines

In a car

- Slow down
- Drive to a clear space away from buildings, trees and power lines
- DO NOT get out of your car until the shaking has stopped

Once the earthquake has stopped there are a few steps you can take to remain safe.

- If you are inside, calmly and carefully leave the building
- Check yourself and others for injuries
- Extinguish any small fires, only if water or fire extinguishers are available
- Listen to the radio for instructions
- If necessary, notify emergency personnel
- REMEMBER to expect aftershocks. If you feel one, stay calm, and stop, drop, cover and hold on.

Technological (or "Human-Induced") Hazards

If you are notified or become aware of a technological hazard or emergency such as a hazardous materials spill, release, fire, or explosion, do not panic. You may be asked to temporarily shelter-in-place or evacuate the area. Regardless of the situation, always follow the instructions provided by emergency response personnel.

Remember, if you need to get out of the surrounding area or are directed to evacuate, do so immediately and:

- Take your Emergency Go-Kit
- Lock your office or home
- Travel on routes specified by local authorities
- If applicable, take your pets with you

If you have time:

- Shut off water, gas, and electricity, if applicable
- Notify emergency contacts of what time you left and where you are going

If you are instructed to shelter-in-place and not to evacuate:

- Close and lock windows and doors
- Turn off ventilation systems, water, and gas
- Seal gaps under doorways and windows with wet towels and duct tape

A major **chemical or biological (Chem/Bio)** emergency can happen when hazardous amounts of toxins are released into the environment. You can be exposed to chemical and biological toxins by:

- Inhalation
- Ingestion (swallowing contaminated food, water or medication)

- Cutaneous exposure (touching or coming into contact with contaminants)

In the event of a chemical or biological emergency, you will be given instructions by authorities. You may be told to evacuate, to move uphill or upwind of the release, to shelter-in-place, or relocate to a designated facility. You may also be in the immediate vicinity of an incident and not realize the danger. Many times you cannot see or smell anything unusual. If you see a person vomiting, in convulsions, having trouble breathing or acting disoriented, leave the area immediately, contact EMS for the ill person and seek medical attention. If you know where the incident occurred, walk upwind.

While chemical releases are almost immediately recognizable, a biological release may or may not be so obvious. With a chemical release, people often complain of watery eyes, choking, convulsions, twitching, or have trouble breathing. However, with a biological release, you may not see the signs. Often it is the local healthcare workers, rather than the general population, that will recognize a pattern of unusual illness.

Terrorism

Terrorism is a broad term that describes the use of force of violence against persons or property in violation of the criminal laws of the United States for purposes of intimidation, coercion or ransom. As defined by the United States Federal Bureau of Investigation (FBI), terrorism is the unlawful use of force against persons or property to intimidate or coerce a government, the civilian population or any segment thereof, in the furtherance of political or social objectives.

Terrorists often use threats to create fear among the public and to try to convince citizens that their government is powerless to prevent terrorism. The effects of terrorism may include, but are not limited to: casualties, structural damage to buildings and infrastructure, and disruptions in basic services such as electricity, water supply, public transportation, communications and healthcare.

You can prepare to deal with a terrorist incident by adapting many of the same techniques used to prepare for the natural hazards outlined above. If the event happens close by:

- Remain calm
- Listen to local radio for information
- Listen to local, state and federal authorities for specific guidance and terror threat warnings and follow the instructions of the emergency officials
- Once it is safe to do so, carefully check for damage with a flashlight
- Shut off any damaged utilities. If you smell any gas or suspect a leak, turn off the gas at the main valve, open windows and get everyone outside, including pets

- Make sure pets are accounted for and restrained
- Call or e-mail your emergency contact
- Remember to be aware of your surroundings. If you see anything suspicious, report it to the authorities.

Cyberterrorism

In the current environment, people heavily rely on email and computer systems. As a result, **IT/cyber security** is an area that requires special attention. Currently NIH, through the Center for Information Technology (CIT), takes a proactive stance on cyber security. By actively taking on protective measures, NIH is guarding against unauthorized attempts to access governmental information, such as hackers or viruses/worms. While CIT is responsible for the NIH systems, each NIH employee and contractor is also responsible for IT security at NIH. For more detailed information on NIH IT/cyber security, visit the CIT security website at:
http://www.cit.nih.gov/security.html

ADDITIONAL INFORMATION

Emergency Planning Definitions

Emergency Planning at NIH is being looked at from several different angles. In order to be fully prepared, emergency planning must account for **mitigation, preparedness, response,** and **recovery** efforts.

Mitigation is any activity or preparation taken to reduce the impact or long-term effect of an emergency on life or property from natural or human-caused events/hazards. In essence, it is the pre-planning that is done prior to the warning or existence of an emergency event (i.e., tornado, hurricane, bomb threat, etc.).

Preparedness is any activity that is done in advance of an event that develops operational capabilities and facilitates an effective and efficient response to an emergency event. For example, the NIH Police Department has procedures in place on how to handle the different types of criminal activities they may face on a daily basis, or the NIH Division of Fire and Rescue Services knows what to do in the event of a fire or hazardous materials spill.

Response is required once an emergency has occurred. Being able to appropriately respond to an emergency, and in a timely manner, will lessen the effects felt by those impacted by the event. The ultimate goal of any response effort is to reduce loss of life, minimize damage to property, and enhance the effectiveness of the recovery. Through the NIH Division of Fire and Rescue Services and Police Departments, NIH has a robust response capability on the Bethesda Campus. Memorandums of agreement are in place with Montgomery County responders thus allowing them to assist the NIH Division of Fire and Rescue Services or Police, as needed, in large or difficult to control events. For those facilities outside of the perimeter of the Bethesda Campus, local responders will provide the response support in an emergency event.

Recovery is the phase of an event once the initial response has occurred and the event has been contained. It is during this phase that steps are taken to return operations back to normal.

Continuity of Operations (COOP) planning is required in order to ensure the mission essential functions of NIH continue in times of extreme circumstance (i.e., a terrorist attack, catastrophic disaster, etc.). Currently NIH has an Emergency Management (EM)/COOP plan in place and is taking every measure to ensure the mission of NIH and its essential operations are not compromised if an extreme emergency event were to occur.

In order to address the wide spectrum of emergencies that NIH may be faced with, the NIH EM/COOP plan is structured so it can activate its operational components in phases. If an event warrants partial activation, only select portions of the plan will be

activated. In such cases, normal operations at NIH may not be impacted. However, in an event requiring full activation of the NIH EM/COOP plan, activities at NIH will, in all probability, be at a minimum level and staff will most likely not be reporting to their normal worksite. In either instance, whether partial or full plan activation, guidance will be provided to all NIH employees.

EMERGENCY CONTACT INFORMATION - HOME

My Local Emergency Contacts

Fire, Rescue, and Police Emergencies	**911 (Voice/TTY)**
Police Non-Emergency	_____
Fire Non-Emergency	_____
Local Emergency Management Agency	_____
Local Power Utility	_____
Local Gas Utility	_____
Local Water Utility	_____
Local Telephone	_____
Poison Center	**1-800-222-1222**
NIH Employee Assistance Program	**301-496-3164**
American Red Cross, local chapter	_____

My Personal Contacts

Urgent Care/After Hours Medical Care	_____
Daycare/School	_____
Primary Care Physician/Pediatrician	_____
Dentist	_____
Family Emergency Contact (out of area)	_____
Babysitter	_____

EMERGENCY CONTACT INFORMATION – WORK

NIH Emergency Phone Numbers

	On-Campus	Off-Campus
Police-Fire-Rescue HAZMAT	**911**	**9-911**
Emergency Communications Center (24 hour)	301-496-5685	301-496-5685
Emergency Maintenance Services	108	301-496-1965
Building 10 Critical Medical Services	111	N/A

NIH Non-Emergency Phone Numbers

Security Emergency Response Program	301-496-6893
Division of Occupational Health and Safety	301-496-2960
Division of Radiation Safety	301-496-5774
Division of Environmental Protection	301-496-3547
Division of Emergency Preparedness and Coordination	301-496-1985
Maintenance Service Requests	301-435-8000
NIH Division of Fire and Rescue Services	301-496-2372
NIH Division of Police	301-496-2387 or 301-496-5685 (after hours)

NIH Communications

NIH Radio	1660AM
Local radio and television stations	WTOP FM, 1500 AM, Channels 4,5,7,8, and 9
National news stations	CNN, MSNBC
ORS Information Line (telephone)	301-594-6677

NIH Websites

NIH main Website	http://www.nih.gov/
ORS Information Line	http://www.ors.od.nih.gov/infoline/index.htm
Security and Emergency Response Program	http://ser.ors.od.nih.gov/
Emergency Preparedness	http://ser.ors.od.nih.gov/emergency_prep.htm
Evacuation Zone Map	http://parking.nih.gov/evacplan.cfm
Security for NIH visitors and patients	http://www.nih.gov/about/visitorsecurity.htm

Montgomery County Phone Numbers

Fire, Rescue, and Police Emergencies	**911 (Voice/TTY)**
Police Non-Emergency	301-279-8000(Voice/TTY)
Fire Non-Emergency	240-777-2746, TTY: 301-279-8000
Montgomery County Emergency Management	240-777-2300
Allegheny Power	800-255-3443
Verizon Telephone repair	1-800-275-2355, TTY: 1-800-974-6006
Baltimore Gas & Electric	1-800-658-0123, TTY: 1-800-735-2258
PEPCO	To report outages: 877-737-2662 To report downed wires: 202-872-3432, TTY: 202-872-2369
Washington Gas	To report gas leaks or emergencies: 1-800-752-7520 or 703-750-1400, TTY: 711
Washington Suburban Sanitary Commission	Emergency: 301-206-4002 Main line: 301-206-8000, TTY: 301-206-8345

Other Emergency Resources Phone Numbers

American Red Cross of the National Capital Region	202-728-6400
American Red Cross Blood Donations	1-800-GIVELIFE (448-3543)
Poison Control	1-800-222-2222

Other Emergency Resources Websites

Department of Homeland Security "Ready Campaign"	http://www.ready.gov/
American Red Cross	http://www.redcross.org
Maryland Emergency Management Agency	http://www.mema.state.md.us/
Montgomery County Preparedness for Terrorism & Other Emergencies	http://www.montgomerycountymd.gov/cittmpl.asp?url=/content/pio/news/preparedness.asp